Fellowes

PAPER SHREDDER
Personal Series

USE AND CARE MANUAL

MODEL
Shredmate

PRODUCT USAGE GUIDE

	Shredmate
Sheet capacity*:	4 sheets folded
Shred type:	Confetti
Shred size:	5/32" x 7/8"
Entry width:	4-1/2"
Recommended use:	10-20 shredding passes per day
Maximum running time:	3 min. on/5 minutes off

*Sheet capacity measured with 20 lb., 8-1/2" x 11" paper with the shredder operating at rated voltage. Different paper weights, humidity, and electrical currents will affect capacity.

PLEASE READ AND SAVE THIS MANUAL WITH YOUR ORIGINAL RECEIPT

Customer Service: 1-800-955-0959

IMPORTANT SAFEGUARDS

⚠WARNING

- NEVER insert hands or fingers into paper entry as serious personal injury may result.
- THIS MACHINE IS NOT A TOY. Keep children and pets away from shredder AT ALL TIMES as serious injury may result. Always unplug shredder when not in use.
- Keep loose objects (jewelry, ties, long hair) away from shredder. These items and others like them may cause serious injury if they accidentally fall into the paper entry.

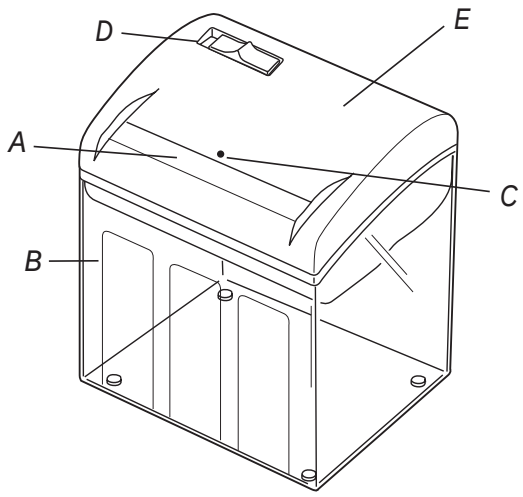
⚠CAUTION

- Confetti cut shredders contain sharp edges on the underside of the machine. Use caution when positioning the shredder head onto the basket.
- Do not exceed recommended sheet capacity.
- Do not shred plastic, continuous forms, adhesive labels, transparencies, glossy paper, newsprint, or cardboard.
- This personal shredder is intended for paper only. Do not attempt to shred paper clips or other hard materials (except staples).
- Do not place shredder near or over a heat source or water.
- Always turn off and unplug unit before moving or cleaning and when not in use.
- Do not insert aerosol cleaners into or around the shredder. Some agents may combust, causing serious injury.
- Never use flammable synthetic oil, petroleum- based or aerosol lubricants to oil the cutting blades. Some agents may combust, causing serious injury.
- Do not use this product if it or the cord has been damaged in any way.
- Do not open the cover for any reason. Doing so can expose you to dangerous voltages and will void your warranty.

Power Cord Care

- Place power cord in an easily accessible position, because it is the main disconnect switch.
- Do not place machine where adults, children or animals may walk on the cord.
- Do not rest anything on the power cord.
- If an extension cord is used, be sure that all products plugged into the extension cord do not exceed the extension cord ampere rating.

PARTS OF THE SHREDDER



A. Paper entry
B. Basket
C. Auto-start sensor
D. Power switch
E. Shredder head

ASSEMBLY

NOTE: This shredder will operate only when used with the supplied basket. The supplied basket has a built-in safety feature which prevents the shredder from operating if used with any other basket or if improperly assembled.

To assemble shredder:

⚠CAUTION This shredder contains sharp edges on the underside of the shredder head. Use caution when positioning the shredder head onto the basket.

1. Remove protective corrugated cover on back of shredder and caution label on top of shredder.
2. Position shredder head over basket as shown in Figure 1.
3. Align slot on front of shredder head with the tab on the inside front or back of the basket.
4. Lower shredder head onto basket (while maintaining safety tab/slot alignment).

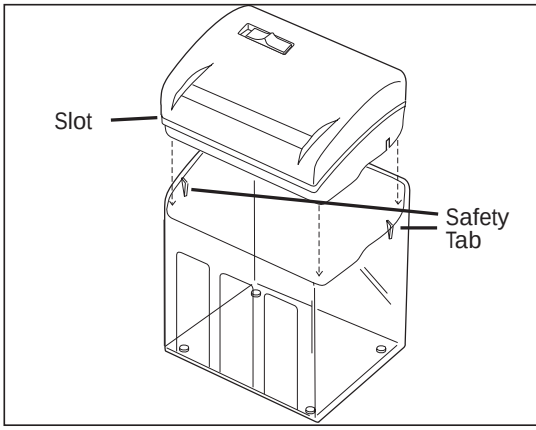


Figure 1

OPERATION

⚠WARNING This product features an auto-start sensor. This sensor will turn on the cutting blades whenever anything is inserted into the paper entry (while the power switch is in the AUTO position). For the safety of pets and children, we recommend always moving the power switch to OFF and unplugging whenever the shredder is unattended or not in use.

1. Assemble shredder (see "ASSEMBLY").
2. Remove any paper clips or other foreign objects (except staples) from paper. If folding paper to fit paper entry, adjust sheet capacity appropriately.

⚠CAUTION Do not attempt to shred paper clips or other hard materials (except staples) with this machine. Extensive use of paper clips or other hard materials will result in damage to the cutting system and will void the manufacturer's warranty.

3. Be sure power switch is in OFF position. Plug shredder into proper power supply outlet.
4. Move power switch to AUTO position. When the unit is turned on and in standby mode, the shredder is ready to be fed paper through the paper entry.

⚠WARNING NEVER insert hands or fingers into paper entry as serious personal injury may result.

⚠CAUTION Do not exceed recommended sheet capacity (see "Product Usage Guide" on front cover of this manual).

5. Slide paper straight into paper entry until the shredder automatically begins shredding. (if paper is wider than paper entry, fold paper in half before shredding)
   The shredder automatically stops a few seconds after shredding is complete.
   Continue shredding as desired to a MAXIMUM shredding time of 3 minutes. At this time, the machine MUST be allowed to "cool down" for a MINIMUM of 5 minutes. (See "Cool-Down Cycle" for more information.)
   If the shredder jams or shuts off before the maximum shredding time, see "Clearing a Jam" section for further instructions.
6. Move power switch to OFF position when shredding is complete.
7. Unplug power cord from outlet whenever shredder is unattended or not in use.
8. Check basket to see if it is full. If full, remove shredder head and empty basket contents. Replace shredder head onto basket.

Cool-Down Cycle

This shredder is protected with a special safety feature which prevents the motor from overheating with extensive use. ***When shredding is attempted beyond the machine's maximum running time, the shredder will automatically shut off its motor until it has cooled to an acceptable operating level.*** This is normal and the shredder will return to operation after the cool-down or "off" period. See "Product Usage Guide" on front panel for maximum running time and related cooling "off" time.

Clearing a Jam

If the shredder sheet capacity is exceeded or paper is not put in straight, a jam may result. See "Product Usage Guide" on front panel for maximum sheet capacity for your shredder.

To clear a jam:

1. Move the power switch to the REVERSE position. (NOTE: If waste basket is full, empty it before clearing jam.) The shredder will reverse the paper to clear the jam.
2. If the shredder jams in reverse, move the power switch to AUTO and shredder will run for about two seconds. If jam does not clear, move power switch to REVERSE again and allow to run for about three seconds. Repeat this procedure until the jam is cleared. If necessary, grasp the paper carefully and pull out to clear the jam.
3. Once the jam is cleared, move the power switch to AUTO for continued shredding or OFF if shredding is complete.

TROUBLESHOOTING

Shredder will not operate.	a. Shredder is not plugged in. b. Power switch is in the OFF position. Move switch to AUTO position. c. Shredder is jammed. See "Clearing a Jam" section. d. Shredder has exceeded the maximum run time and requires a "cool-down" time. See "Product Usage Guide" on front panel. e. Shredder is not assembled properly. See "Assembly." f. Safety tab may be broken. Turn shredder head around and lower back onto basket to use back-up safety tab on other side of basket. (see assembly)
Shredder suddenly stops while shredding.	a. Shredder has exceeded the maximum run time and requires a "cool-down" time. See "Product Usage Guide" on front panel. b. Shredder is jammed. See "OPERATION - Clearing a Jam."
Shredder operates only in REVERSE.	a. A small piece of paper may be blocking the auto-start sensor of this shredder. Move the power switch to the OFF position and unplug the shredder. Turn shredder over and use a toothpick (from the underside of the unit) to clear the paper blockage at the auto-start sensor (center) location.
Shredder runs continuously when in AUTO.	a. A small piece of paper may be causing the auto-start feature to run continuously. Move the power switch to the OFF position and unplug the shredder. Use a toothpick (from the top of the unit) to clear the paper blockage at the auto-start sensor (center) location.
Shredder runs for a few seconds after the paper has cleared the cutters.	a. This is normal. The shredder runs a few seconds longer than the paper in order to keep the cutters clear of paper particles and reduce the chances of a jam.

LIMITED WARRANTY

Fellowes, Inc. warrants the cutting cylinders of the machine to be free from defects in material and workmanship for 3 years from the date of purchase by the original consumer. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 1 year from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part.

This warranty does not apply in cases of abuse, mishandling or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. IN NO EVENT SHALL FELLOWES BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES ATTRIBUTABLE TO THIS PRODUCT. This warranty gives you specific legal rights. You may have other legal rights that vary from this warranty. The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be required by local law. For more details or to obtain service under this warranty, please see below.

Fellowes offers toll free consumer service in the following regions: United States, Canada, Mexico, Australia, and Europe. Residents in these regions should contact the appropriate Consumer Helpline located on the back of this manual.

If you are unable to access the Consumer Helpline from your calling area, call the nearest Fellowes location, also listed on the back of this manual. You may also contact your local dealer, contact us online at www.fellowes.com or write to us at:

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